

Date:



# Physical Activity Plan Development Tool

**Community:**

**Worksite Name:**

**Total number of employees at your worksite:**

**Reminder: What is your wellness committee’s vision?** *Overall, long-term (30-50 years), what would it look like if we got it right?*

**What is your physical activity goal?** *Short-term (1-5 years)*

**Timeframe** *[for physical activity plan completion - beginning date to end date]* \_\_\_\_\_ to \_\_\_\_\_  
*This is not the beginning/end date for your entire worksite wellness initiative – just your physical activity plan. You may want to use the date you participated in the physical activity workshop as your start date. You will need to have an approved Foundation Plan Development Tool before your worksite begins its physical activity plan.*

Below, describe the interventions you have used to implement your comprehensive plan. Examples are included below to help get you started. Please develop multiple interventions for each strategy (e.g. information, program).

## INFORMATION

**1. COLLECT Information:**

- a. What was the intent?
  
- b. What did you learn from the assessment?
  
- c. How did you share the results with your employees?

**2. PROVIDE Information:**

- a. What was the intent?
  
- b. What was your message to employees?
  
- c. What four channels were used, and who delivered the messages?

Channel	Who
1)	
2)	
3)	
4)	

## PROGRAM

### 3. Program I:

- a. Please describe
  
  
  
  
  
  
  
  
  
  
- b. What was the intent?
  
  
  
  
  
  
  
  
  
  
- c. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- d. Number of employees targeted to complete program:
- e. Number of employees who completed program:

### 4. Program II:

- a. Please describe
  
  
  
  
  
  
  
  
  
  
- b. What was the intent?
  
  
  
  
  
  
  
  
  
  
- c. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- d. Number of employees targeted to complete program:
- e. Number of employees who completed program:

### 5. Program III:

- a. Please describe
  
  
  
  
  
  
  
  
  
  
- b. What was the intent?
  
  
  
  
  
  
  
  
  
  
- c. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- d. Number of employees targeted to complete program:
- e. Number of employees who completed program:

## BENEFIT DESIGN

[Attach copies of benefit design strategies]

### 6. Benefit Design I:

- a. Please describe
  
  
  
  
  
  
  
  
  
  
- b. What was the intent?

- c. How were employees made aware of the opportunity?
- d. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- e. Copy of Benefit Design Strategy attached

**7. Benefit Design II:**

- a. Please describe
  
- b. What was the intent?
  
- c. How were employees made aware of the opportunity?
- d. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- e. Copy of Benefit Design Strategy attached

**8. Benefit Design III:**

- a. Please describe
  
- b. What was the intent?
  
- c. How were employees made aware of the opportunity?
- d. Timeframe? \_\_\_\_\_ to \_\_\_\_\_
- e. Copy of Benefit Design Strategy attached

**POLICY**

[Attach copies of your written policy strategies – *sample policies available at WorkWellKS.com*]

**9. Policy I:**

- a. What was the intent?
- b. When did it go into effect?
- c. Where can employees access the policy?
- d. How is the policy enforced?
- e. What are the consequences for employee non-compliance/abusing policy?
- f. Copy of policy attached

**10. Policy II:**

- a. What was the intent?
- b. When did it go into effect?

- c. Where can employees access the policy?
- d. How is the policy enforced?
- e. What are the consequences for employee non-compliance/abusing policy ?
- f. Copy of policy attached

**11. Policy III:**

- a. What was the intent?
- b. When did it go into effect?
- c. Where can employees access the policy?
- d. How is the policy enforced?
- e. What are the consequences for employee non-compliance/abusing policy
- f. Copy of policy attached

**ENVIRONMENT**

**12. Environment I:**

- a. What was the intent?
- b. Effective date

**13. Environment II:**

- a. What was the intent?
- b. Effective date

**14. Environment III:**

- a. What was the intent?
- b. Effective date